

State of California
DUTY STATEMENT



SH3002 (Rev. 02/2020)

RPA Control No.#

C&P Analyst Approval
FA

Date
12/16/2021

Employee Name

Division
Department of State Hospitals-Metropolitan

Position No / Agency-Unit-Class-Serial

Unit
Enhancement Services

Class Title

Associate Governmental Program Analyst

Location
Enhancement Services – Education Department

SUBJECT TO CONFLICT OF INTEREST

CBID

1

WORK WEEK GROUP

PAY DIFFERENTIAL

OTHER
Monday-Friday
0730 - 1600

☐ Yes ☒ No

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, by leading innovation and excellence across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with others as a member of a team, contribute to team efforts, maximize the strengths of team members, promote effective group interactions, and take personal responsibility for accomplishing job specific and department goals. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

Under the general direction of the Program Director and direct supervision of the Education Services Program Assistant, the Associate Governmental Program Analyst (AGPA) coordinates the Vocational Services Industrial Therapy Program as part of the Vocational Education Department; organizes and coordinates the work of vocational staff; and works as a liaison between the treatment teams, site supervisors, vocational staff, and Enhancement Services management team. The AGPA is required to maintain basic office duties to ensure that the department's operational functions and goals are met; can speak and write grammatically; with good interpersonal skills, time management skills, organizational skills, and computer skills; is responsible for a variety of complex, technical and analytical assignments; assists in developing vocational programming and facilitating patient training in a state institution by preparing vocational materials, record keeping, and maintaining comprehensive oversight of the vocational budget and patient wages program, and other assignments as needed.

% OF TIME
PERFORMING
DUTIES

INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)

ESSENTIAL FUNCTIONS

20%

- **Develop, review, and evaluate policy and procedures for Vocational Services in alignment with the existing Enhancement Services Program Manual, hospital Administrative Directives, Department of State Hospitals Special Orders and Administrative Letters, and other relevant guidelines.**
- Coordinate the patient work training program.
- Coordinate scheduling of work assignments for Vocational Staff.
- **Assign and delegate Vocational Services workload, including but not limited to the Master Referral Log and division of weekly vocational assessments and updates, the execution of payroll, checking the HSS/24-hour report for instances of DTO and DTS, etc.**
- Serves as a liaison with Treatment Teams, Unit Staff, and Site Supervisors for Vocational Services and Industrial Therapy issues, concerns, and processes.

30%

- Participates in interdisciplinary team conferences and communications as needed regarding the vocational training needs of patients as it pertains to IT work assignments.
- Coordinates and communicates with IT Supervisors to keep them updated on any changes in policies or processes related to the Vocational Services Program.
- Provides Training and Orientation to all newly hired Vocational Services Staff.
- **Provides oversight and training to patients in the Forensic and LPS setting including site-specific health and safety trainings.**
- **Assists the CASAS Coordinator with the scheduling and provision of routine CASAS testing.**
- **Assists with data input for CASAS TOPSpro, proctors CASAS assessments, and prints out monthly Active Treatment Records for the CASAS Coordinator.**

20%

- **Ensures the accuracy of the employment eligibility verifications process.**
- **Coordinates data inputting for the Industrial Therapy Payroll.**
- **Ensures timely and accurate payroll posting.**
- **Communicates with Industrial Therapy Site Supervisors and Program Management regarding missing Timesheets and other late pay concerns related to Patient Wages.**

10%

- Completes chart audits on all assigned Vocational staff.
- Completes regular site visits to vocational training work areas.
- **Ensures accountability of the vocational tools, equipment, and materials used in the Vocational Services program by establishing a Tool Control procedure that establishes and monitors a worksite check in and out inventory system.**

10%

- Advises senior management regarding the impact on patient treatment, hospital operations, and fiscal balance as a result of changes to legislative rulings or interpretations of such.
- Prepares budget projection reports based on trends and patterns of usage as well as needs assessment.
- **Designs, distributes, gathers, and analyzes surveys that target patient needs, preferences, and outcomes.**
- **Reviews and analyzes survey data, identifies trends and patterns of program usage and patient treatment outcomes, assesses patient needs and interests, and recommends program improvement and policy changes to senior management based on data driven results.**
- Provides reports to Program Director and Program Assistant for Governing Body, Program Improvement, and other information as required.
- Complete, track, and distribute monthly audits.
- **Coordinates the high school equivalency credentialing program for the School.**
- Perform other administrative duties as assigned.

MARGINAL FUNCTIONS

5%

- Assists with coordinating monthly trainings and meetings for staff in Vocational Services.
- Attends Enhancement Services meetings.
- Attends statewide Vocational Services meetings.

5%	<ul style="list-style-type: none"> • Attends mandated and job-related trainings as needed. • Provides coverage for support staff and vocational staff as needed. • Monitor, order, inventory, and store vocational education supplies. • Assists with reports and projects as directed. • Assists in maintaining files/attendance records including VABE, patient wages, etc. <p>All other duties and special projects as assigned consistent with this classification</p>
Other Information	<p>SUPERVISION RECEIVED Under the direct supervision of the Education Services Program Assistant.</p> <p>SUPERVISION EXERCISED Provides guidance to staff, patients, and other related personnel during the course of vocational services treatment.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>Knowledge Of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective leadership. Implementation, and maintenance of policy, standards, regulations and procedures, Government Code, Welfare and Institutions Code, Health and Safety Code, Licensing and Certification Regulations, Public Laws, Accreditation Standards, Department of Labor, Immigration and Naturalization Laws and Procedures, Social Security and IRS procedures. Principles, procedures, and techniques of coordinating a vocational training program; Federal and State laws pertaining to patients in both facility and community settings; California laws and rules pertaining to facility administration; characteristics and social aspects of mental and developmental disabilities; problems of developing, setting standards for and supervising a program for the disabled; current trends in Federal and State programs for the mentally and developmentally disabled; hands-on knowledge and/or specific expertise related to program content and operations. AD2115 Professional Conduct.</p> <p>Ability To: Formulate, coordinate and explain the varied vocational programs available to patients, staff and external stakeholders; evaluate the program's effectiveness; identify program needs; recommend appropriate action; develop changes in program practices and policies; present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; analyze problems logically and creatively; establish and maintain effective working relationships with persons contacted in work, including those in professional, governmental, and private organizations; act as a team leader; coordinate the work of others; and utilize tact and patience when dealing with staff, patients, and the public.</p> <p><u>SPECIAL REQUIREMENT</u></p> <p>Ability to: Must be able to have patient contact; must be able to organize, prioritize and manage all aspects of the Vocational Education Office which includes collaborating with the vocational education staff and ES management; conducts a variety of clerical and analytical tasks including answering phones, typing and computer skills, filing documents, and developing accountability reports for state and federal regulatory agencies. Additional requirements include knowledge of WaRMSS and other statewide data entry systems; and preparing and submitting a variety of reports. Data is collected and analyzed to enhance service delivery by identifying, prioritizing, and monitoring trends, patterns, and performance levels to inform positive changes and improvements for the department. At times, administrative support will be required in the vocational setting which requires special attention to maintaining confidentiality using HIPAA guidelines and modeling and demonstrating the work-readiness behavior needed for a specific trade, craft or career.</p>

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion, and have direct patient contact.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Employees are responsible for reporting to work with a properly charged PDAS tag and wearing the tag on an approved triple breakaway neck lanyard or on an approved belt grimloc.

CULTURAL AWARENESS

Demonstrates awareness of a variety of multicultural issues in the workplace, including trauma informed care, LGBTQI, social inequalities and sensitivities which enables the employee to work effectively.

CPR

Maintains current certification

SITE SPECIFIC COMPETENCIES

- Ability to perform analytical work; practical application of administrative principles; maintain daily documentation; provide reports to direct supervisor, and others as needed; work independently; and demonstrate knowledge of hospital policies and procedures including Trauma Informed Care, allowable vs contraband items, the IIPP and workman's compensation for vocational patient workers.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Applies and demonstrate knowledge beyond basic use of Microsoft Word, Excel, Outlook, PowerPoint, DSH-M Intranet, WaRMSS, SharePoint, and other data bases.
- Understanding and mastery of data collection requirements.
- Familiarity with data entry, recording, and interpreting results from multiple databases.
- Familiarity with the process and requirements of completing DSH-M treatment rosters and Adult Basic Education (ABE) rosters
- Understanding of proctoring and data collection requirements for the Comprehensive Adult Student Assessment System (CASAS)

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation and hospital annual update.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
